



SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT

GRANT FUNDING ANNOUNCEMENT RESPONSE TO GFA#34530-45720

- A.1. Provide the Statement of Certifications and Assurances (Grant Funding Announcement Attachment C) completed and signed by an individual empowered to bind the proposer to the provisions of this Grant Funding Announcement and any resulting grant contract. The Statement of Certifications and Assurances must be signed without exception or qualification.

ATTACHMENT C

STATEMENT OF CERTIFICATIONS AND ASSURANCES

The proposer must sign and complete the Statement of Certifications and Assurances below as required, and it must be included in the proposer's proposal.

The proposer does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:

1. The proposer will comply with all of the provisions and requirements of the Grant Funding Announcement.
2. If selected, the proposer will provide all services as defined in the Scope of the Grant Funding Announcement Attachment A, *Pro Forma* Grant Contract for the total Grant Contract Term.
3. The proposer accepts and agrees to all terms and conditions set out in the Grant Funding Announcement Attachment A., *Pro Forma* Grant Contract.
4. The proposer acknowledges and agrees that a grant contract resulting from the Grant Funding Announcement shall incorporate, by reference, all proposal responses as a part of the Contract.
5. The proposer will comply with:
 - (a) the laws of the State of Tennessee;
 - (b) Title VI of the federal Civil Rights Act of 1964;
 - (c) Title IX of the federal Education Amendments Act of 1972;
 - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
 - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
6. To the knowledge of the undersigned, the information detailed within the proposal submitted to this Grant Funding Announcement is accurate.
7. The proposal submitted in response to this Grant Funding Announcement was independently prepared, without collusion, under penalty of perjury.
8. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the proposer in connection with this Grant Funding Announcement or any resulting grant contract.
9. The proposal submitted in response to this Grant Funding Announcement shall remain valid for at least 120 days subsequent to the Response Deadline established in Section 5 of the Grant Funding Announcement and thereafter in accordance with any grant contract pursuant to the Grant Funding Announcement.
10. The proposer affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106." For reference purposes, the list is currently available online at: <https://www.tn.gov/generalservices/procurement/central-procurement-office-cpo/library/public-information-library.html>.

By signing this Statement of Certifications and Assurances, below, the signatory also certifies legal authority to bind the proposing entity to the provisions of this Grant Funding Announcement and any grant contract awarded pursuant to it. If the signatory is not the proposer (if an individual) or the proposer's corporate President or Chief Executive Officer, this document must attach evidence showing the individual's authority to bind the proposer.

DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO BIND THE PROPOSER

SIGNATURE:



PRINTED NAME & TITLE:

Jerry Mansfield, Executive Director

DATE:

4/29/19

PROPOSER LEGAL ENTITY
NAME:

South Central Tennessee Development District

- A.2.** Provide a statement, based upon reasonable inquiry, of whether the proposer or any individual who shall cause to deliver goods or perform services under the grant contract has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, describe the nature of that conflict.

Note: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.

In accordance to 200.112 CFR the South Central Tennessee Development District (SCTDD) also referred to as agency in this document, has established a conflict of interest policy regarding funding awards. Any (SCTDD) employee or pass-through entity must disclose in writing any potential conflict of interest to the SCTDD or any of its Subsidiaries; and to the State or Federal awarding agency or in accordance with applicable awarding agency policy. No proposer, employee, officer, board member or individual who shall cause to deliver goods or perform services under the grant contract has a possible conflict of interest. If such a conflict of interest would arise or is indicated the proper parties and the State of Tennessee will be notified immediately.

- B.1.** Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person the State should contact regarding the proposal.

Contact Name: Jerry Mansfield, Executive Director
Email: jmansfield@sctdd.org
Mailing Address:
South Central Tennessee Development District
101 Sam Watkins Blvd.
Mt. Pleasant TN 38474
Telephone Number: 931-379-2929, Facsimile Number: 931-379-2640

- B.2.** Describe the proposer's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).

The South Central Tennessee Development District (SCTDD) is a governmental entity and public body incorporated in the State of Tennessee. The District was established pursuant to an Act adopted by the General Assembly of the State of Tennessee known as Chapter 241, Public Acts of 1965; known as the Development District Act of 1965 and is considered a political subdivision of the State of Tennessee.

The South Central Tennessee Development District (SCTDD) is an association of 35 municipal and 13 county governments in southern middle Tennessee organized to advocate and promote economic and community development within the region.

The address of the principal office and of the Corporation in the State of Tennessee is located in Maury County at 101 Sam Watkins Boulevard, Mount Pleasant Tennessee, 38474.

The objectives and purposes of the Board shall be (1) to be responsible for area wide planning in its District, (2) to carry on general and comprehensive planning and development activities, (3) to guide and accomplish a coordinated, adjusted, efficient, and comprehensive development of the District, and (4) to perform other activities to be determined by the Board provided these activities are in compliance with applicable laws. These shall be carried out without discrimination in regard to race, color, or creed, and without limiting the generality of the foregoing.

- To aid in the planning and implementation of a comprehensive program of development

for the District which supplements and coordinates, but does not duplicate the programs of the member units.

- To aid in the development of the economic, industrial, social, physical and cultural resources of the region.
- To promote cooperative arrangements for coordination of plans or organizations and individuals for the improvement of the area.
- To stimulate the development of proper relationships with contiguous Districts and areas.
- To preserve and expand employment opportunities.
- To upgrade the labor force.
- To broaden the District's industrial base.
- To help assemble capital or financial resources for industry.
- To assist firms in need of new facilities.
- To accelerate scientific and technological progress.
- To get the District's resources working together as a unified economic entity.
- To help provide a regional environment conducive to more economic growth.
- To serve as a clearinghouse for the benefit of the member units and all other interested parties of information concerning common problems, and federal, state and local services available to assist in the solution of those problems.

B.3. Detail the number of years the proposer has been in business.

The South Central Tennessee Development District has been in business for 47 years. SCTDD was founded in 1972 to assist its local government members by providing technical assistance, planning, and general staff support and to help local governments and other groups develop projects and activities to benefit the communities and citizens of the region. The professional staff employed by SCTDD provide planning, coordination, and technical services for workforce, economic, and community development, human resources, research and information.

B.4. Briefly describe how long the proposer has been providing the goods or services required by this grant Funding Announcement.

Since 1996 as Families First (TANF) service provider and for multiple years a grantee under Families First, SCTDD has approximately 20 years' experience. In conjunction with American Job Center partners, SCTDD will form a partnership to promote and coordinate services. Together we will develop a working knowledge of Families First (TANF) performance measures; in training and development of the four components of education, economic support, health and wellbeing and social capital. In developing knowledge of the State system and in development of standards and compliance with certification requirements, SCTDD will ensure clients receive self-sustaining outcome for their families as a result of the services provided. The development of a strategy to lead in this program initiative will improve community efforts to meet the needs of employers and job seekers. Fundamental to this work is identifying barriers in opportunity, in knowledge, skills, and abilities through the assessment of both organizational and individual needs, and addressing those gaps through targeted training and development opportunities.

The South Central Tennessee Development District (SCTDD) began administering Federal and State grants in 1972. Without fail, for the past 47 years the SCTDD has provided economic workforce and community development services to the counties of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne. Being a former grantee of Families First, Temporary Assistance for Needy Families with the State of Tennessee, SCTDD has the experience and knowledge to successfully administer this grant.

B.5. Describe the proposer's number of employees, client base, and location of offices.

South Central Tennessee Development District currently has 51 employees and a subsidiary with approximately 160 employees. SCTDD is currently the grantee for the Workforce Innovation Opportunity Act Title I funding with the State of Tennessee and contracts with a service provider to provide approximately 20 staff.

The District's client base is very diversified and includes but is not limited to the following groups:

- Low Income
- City Government
- County Governments
- Older Adults Disabled Adults
- Dislocated Workers
- Youth
- Youth with Disabilities
- Parenting Youth
- Industries
- Small Business
- Justice Involved Individuals
- Veterans

B.5**South Central Tennessee Development District Provider Locations**

| Service Areas: | Address |
|--|---|
| Bedford/Shelbyville American Job Center | 301 Colloredo Blvd. Shelbyville, TN 37160 |
| Bedford County Senior Center & Public Transportation | 111 J. G. Helton Drive Shelbyville, TN 37160 |
| Coffee/Tullahoma American Job Center | 111 East Lincoln Street Tullahoma, TN 37388 |
| Coffee County Senior Center & Public Transportation | 410 N. Collins St. Tullahoma, TN 37388 |
| Franklin / Winchester American Job Center | 825 Dinah Shore Blvd. Winchester TN 37398 |
| Franklin County Public Transportation | 74 Clover Drive Winchester, TN 37398 |
| Giles / Pulaski American Job Center | 125 North Cedar Lane Pulaski TN 38478 |
| Giles County Public Transportation | 100 Senior Citizens Way Pulaski, TN 38478 |
| Hickman County Public Transportation | 107 Armory Street Centerville, TN 37033 |
| Lawrence / Lawrenceburg American Job Center | 702 Mahr Ave Lawrenceburg, TN 38464 |
| Lawrence County Public Transportation | 804 N. Military Ave. Lawrenceburg, TN 38464 |
| Lewis / Hohenwald American Job Center | 25 Smith Ave Hohenwald, TN 38462 |
| Lewis County Public Transportation | 347 East Main St. Hohenwald, TN 38462 |
| Lincoln County Public Transportation | 908 Washington Street Fayetteville, TN 37334 |
| Marshall / Lewisburg | 1572 Old Columbia Hwy Lewisburg TN 37091 |
| Marshall County Public Transportation | 230 College Street Lewisburg, TN 37091 |
| Maury County Public Transportation | 1202 South James Campbell Columbia, TN 38402 |
| Moore County Public Transportation | 85 High Street Lynchburg, TN 37352 |
| Perry County Public Transportation | 112 Mill Street Linden, TN 37096 |
| Wayne County Public Transportation | P.O. Box 775 Waynesboro, TN 38485 |

- B.6.** Provide a statement of whether there have been any mergers, acquisitions, or change of control of the proposer within the last ten (10) years. If so, include an explanation providing relevant details.

South Central Tennessee Development District has experienced no merger, acquisition, or change of control within the last 10 years.

- B.7.** Provide a statement of whether the proposer or, to the proposer's knowledge, any of the proposer's employees, agents, independent contractors, or subcontractors, involved in the delivery of goods or performance of services on a contract pursuant to this Grant Funding Announcement, have been convicted of, pled guilty to, or pled nolo contendere to any felony. If so, include an explanation providing relevant details.

The South Central Tennessee Development District has no knowledge of any of the employees, agents, independent contractors, or subcontractors, involved in the delivery of goods or performance of services on a contract pursuant to this Grant Funding Announcement having been convicted of, pled guilty to, or pled nolo contendere to any felony.

- B.8.** Provide a statement of whether, in the last ten (10) years, the proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.

The South Central Tennessee Development District has never filed bankruptcy or had proceedings filed against it or insolvency proceeding, whether voluntary or involuntary or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors.

- B.9.** Provide a statement of whether there is any material litigation pending against the proposer that the proposer should reasonably believe could adversely affect its ability to meet grant contract requirements pursuant to this Grant Funding Announcement or is likely to have a material adverse effect on the proposer's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the proposer's performance in a grant contract pursuant to this Grant Funding Announcement.

NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the proposer must be properly licensed to render such opinions. The State may require the proposer to submit proof of license for each person or entity that renders such opinions.

There is no material litigation pending against the South Central Tennessee Development District that the District reasonably believes could adversely affect its ability to meet grant contract requirements pursuant to this Grant Funding Announcement or is likely to have a material adverse effect on the District's financial condition.

- B.10.** Provide a statement of whether there are any pending or in progress Securities Exchange Commission investigations involving the proposer. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it will impair the proposer's performance in a grant contract pursuant to this Grant Funding Announcement.

NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the proposer must be properly licensed to render such opinions. The State may require the proposer to submit proof of license for each person or entity that renders such opinions.

There are no Securities Exchange Commission investigations pending against the South Central Tennessee Development District that the District reasonably believes could adversely affect its ability to meet grant contract requirements pursuant to this Grant Funding Announcement or is likely to have a material adverse effect on the District's financial condition.

- C. 1.** Provide a narrative that illustrates the proposer's understanding of the State's requirements and project schedule.

SCTDD will provide all services and deliverables as specified in the Scope of Services of this grant proposal. As the successful respondent, SCTDD will provide a seamless transition within the project's grant funding schedule.

Throughout the thirteen (13) counties of South Central Tennessee, the staff of SCTDD's Families First program will strive to help, counsel, empower, educate and to elevate families out of financial distress. Parents are encouraged to advance themselves and their children toward emotional and physical health, intellectual achievement, social stability and financial independence. SCTDD's goal is to provide the maximum amount of client services with minimal administrative overhead.

- C. 2.** Provide a narrative that illustrates how the proposer will complete the scope of services, accomplish required objectives, and meet the State's project schedule.

SCTDD intends to follow the Two-Generation Approach in assisting parents and their children to achieve the four core component activities through our connection with WIOA and AJC partners. Assessments for the Two-Generation Approach can include interviews, written and online assessments. After assessments, the specialist and client will create an Individual Opportunity Plan (IOP) which will include goals and objectives for their family. Case Management and support services will begin immediately upon execution of a grant contract in conjunction with the State's project schedule.

SCTDD shall provide Employment and Case Management Services with a focus on empowering families eligible for Families First on a course to achieve economic stability based on the four (4) core component activities of the Two-Generation Approach via an assessment from a Career Specialist and IOP plan:

- (1): Educational Success –

Early childhood programs: to include home visiting; early head start; and successful transition to early elementary school to promote literacy developmental opportunities for clients and their families; by promoting early education and support for children and school readiness as needed, we provide resources for literacy development opportunities; and, a variety of other programs offered through the WIOA Program.

- (2): Workforce Development and Economic assets –
SCTDD and partners will empower Families First clients to become self-sufficient by helping them gain the skills necessary to compete in the local economy of the south central region. SCTDD employs highly trained career service advisors referred to as career specialists. Once DHS refers a Families First client to SCTDD, a career specialist will work with the client to design a career plan to meet the client's individual needs and desires. Specifically, the career specialist assists clients to focus on short-term and long-term goals which are the building blocks for future successes.
- (3): Health and Well-Being –
SCTDD, with other partners, will co-enroll and provide clients with information on appropriate health support services. SCTDD will host three empowerment workshops for the benefit of clients and their families.
- (4): Social Capital –
SCTDD will host three resource events to improve client wellbeing and build healthy family and community relationships. SCTDD will also refer the client to local, school, and/or faith based mentor groups to enroll their child as appropriate.

C. 3. Provide a Narrative that illustrates how the proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives.

SCTDD is the administrative and fiscal agent of the WIOA program for the Southern Middle TN Region. SCTDD has staff located in all of the American Job Centers and available in all thirteen counties to provide assessments, create goals and individual opportunity plans. Business Services are available to assist in placing clients in training to gain work experience, by reaching out into the local community and building relationships with employers in the area. SCTDD has further plans to link job training to potential job opportunities.

C. 4. Provide a description of the proposer's experience at each of the following.

- 1) Assessing an individual's job compatibility and connecting individuals on career paths that lead to sustainable income based on the labor market needs;

Experienced Career Specialists can provide interest and aptitude assessments along with orientation to discover the needs and barriers of the client. The South Central Tennessee Development District compiles information from www.jobs4tn.gov and Economic Modeling Specialist (EMSi) to discover careers in demand. SCTDD and South Central Human Resource Agency (SCHRA) have, through the WIOA program, been providing such services to individuals. Our AJCs have been meeting with clients, assisting with resumes, hosting job fairs, and helping our patrons make business and job connections to ensure that they have access to sustainable income. Our On the Job Training and Incumbent Worker Training programs allow us to keep our patrons skills sharp, and help them adapt to a changing market.

- 2) Facilitating job search efforts for individuals that lead to employment;

Our AJCs host multiple job fairs. SCTDD strives to use the State's Jobs4TN, along with Indeed, Glass House, Monster, and other commercial websites to help facilitate our patrons to find local, in demand jobs. The career specialists inform clients of all job fairs,

job clubs and will work with business services to make sure the client is job ready by participating in interviews and resume workshops.

3) And preparing individuals for entry and/or re-entry into the work place;

SCTDD staff and contractors provide workshops to the entry and/or re-entry individuals on soft skills which will assist the client in team building, intercommunication, strong work ethic, problem solving, resume building, interview skills and education opportunities. SCTDD provides counseling services for re-entry individuals when needed. SCTDD OJT programs help encourage our local employers to look into expanding their employee's skill sets by using re-entry individuals. A proposed apprenticeship program would allow young men and women to find training and jobs much faster, and ensure they have sustained income entering into the workforce.

C. 5. Provide a description of the proposer's experience in assessing and providing job services to individuals that have limited or no proficiency in English.

It is the goal of South Central TN Development District to reduce language barriers for persons with limited English proficiency (LEP), including the development and implementation of the South Central TN Development Language Assistance Implementation Plan for LEP Persons, which also fulfills the requirements of Executive Order 13166, issued on August 11, 2000. SCTDD uses staff and partners when available and has accessible language lines in place through AVAZA services. SCTDD refers clients to "English as a Second Language" classes by partnering with Adult Education. Disabilities are also taken into consideration, with specialty Braille mice and keyboards for those who are vision impaired.

C. 6. Describe the proposer's approach to career coaching, detailing the types of job retention services the proposer will offer to populations that traditionally have had difficulty sustaining employment.

SCTDD, through the WIOA program, local AJCs, and TCATs, offers a variety of career coaching and training opportunities for our patrons. This can range from On the Job Training or Incumbent Worker Training contracts to improve or expand employee's skills to more specialized training offered at a local TCAT provider or College. SCTDD also offers rapid response actions in the event of a plant lay-off, equipping us to join with local community and providers in an effort to help those displaced workers find new careers quickly.

SCTDD will seek out and provide job retention services, to include but not limited to: check-ins; attendance monitoring; workshops covering financial planning; educational opportunities; counseling and guidance; medical or psychological evaluation/treatment; training to improve inter-personal skills; job-site accommodations; referrals to other services as needed.

SCTDD will provide one on one assistance and mentor clients to prepare them for the workforce by providing group workshops that will prepare them for difficulties within the work place.

Groups to be assisted: individuals with disabilities, justice involved individuals, homeless individuals, foster children, high school dropouts, those living in high poverty areas, pregnant and parenting individuals, those on public assistance, under-employed individuals.

- C. 7.** Describe the proposer's existing relationships with local American Job Centers, WoRC Readiness Component (WoRC) Operators, and other appropriate community partners that can connect individuals with employment opportunities.

SCTDD administers the WIOA program, and as such, has contracted a provider that assists in managing the AJCs. The WIOA Program Director has several years of successful experience with Families First case management. In addition, WIOA career services staff have experience with helping Families First and TANF partners, and would easily be able to work with and integrate with WoRC operators, Workforce Essentials and RES Care. SCTDD has contacts and a multitude of Memorandums of Understanding (MOU) with various community partners in the region, such as the Vocational Rehab, Maury Alliance, Adult Education, the Tennessee College of Applied Technology (Hohenwald, Pulaski, and Shelbyville), temporary employment agencies and numerous other partners.

Staff is located within the job center and have core partnerships with TANF and Vocational Rehab, Title II staff. By braiding services, the client will obtain what's needed.

- C. 8.** Describe the proposer's existing relationships with vocational training programs, certificate programs, apprenticeship programs, or the like.

SCTDD has administered two successful Tennessee Higher Education Commission (THEC) Labor and Education Alignment Program (LEAP) grants in conjunction with TCATs in Hohenwald and Shelbyville, helping them establish eight new satellite campuses which will provide industrial maintenance courses. These training courses will address the training needs as expressed by local industries in order to provide education/training programs that meet local skill gaps. The LEAP projects, referenced above, will directly impact the Governor's Drive to 55 Program which encourages Tennessee residents to complete their postsecondary education. Another SCTDD initiative that is being pursued is a collaborative on internships/apprenticeships with Motlow State Community College and the TCATs in Pulaski, Hohenwald, and Shelbyville.

- C. 9.** Describe the proposer's approach to identifying high demand fields offering increased wage opportunities and assisting individuals in aligning their skills and training with these fields to take maximum advantage of employment opportunities.

SCTDD has access to both Jobs4TN and EMSI software, allowing the pinpointing of each counties' key career sectors and other pertinent data. This data allows SCTDD to plan for appropriate training opportunities. As such, SCTDD has an advantage in landing new prospective employers and providing training for in-demand careers. This process will help clients acquire the necessary skills in order to obtain a self-sustaining wage.

- C. 10.** Describe proactive measures the proposer intends to implement to assist individuals to overcome barriers to employment such as mental or physical health challenges, history of substance abuse, criminal history, transportation difficulty, lack of work experience etc.

SCTDD, with other partners, will co-enroll and provide clients with information on available services. Following a counseling session, Families First staff will partner with DHS to provide mental health counselling and substance abuse services for clients and their families. Clients with a criminal history will be teamed with Business Services staff to offer on the job training (OJT) and apprenticeships that are specifically designed for those with a criminal background. Clients with transportation difficulties will be assigned to a SCTDD transit specialist to ensure

assistance is provided to meet vehicle repair needs, fuel funding needs or public transit needs. Work experience will be promoted through the SCTDD Business Services team by enrolling clients in apprenticeship and paid internships. SCTDD will host three empowerment workshops for the benefit of clients and their families. The partners within the AJCs braid services in order to provide what's needed for the client.

- 1) Discuss the process by which individuals will request supportive Services from the proposer to address such barriers.

Families First staff will be located in the American Job Centers to assess clients upon referral from Department of Human Services. Once the assessment is complete and barriers are identified, clients will be provided information on support services, educational opportunities and employment opportunities.

- 2) And, the proposer's process for requiring and tracking receipts for such supportive services.

Families First staff will be assigned to each client. All case notes and client documentation will be entered and tracked in the State's Automated Client Certification and Eligibility Network system (ACCENT). Tracking will be heightened with additional internal processes and software to assist with requests for payments, invoices, receipts and other data for each client.

- C. 11.** Describe the proposer's quality assurance processes and related infrastructure. Explain the proposer's internal monitoring processes for financials, including case documentation. Describe the frequency of internal monitoring reviews and what strategies the proposer will apply to improving service delivery and utilization control.

SCTDD ensures that service providers achieve program quality and outcomes that meet the objectives of federal, state and local programs by providing technical assistance and guidance, as needed; regularly monitoring and comparing results with federal and state standards and requiring corrective actions when necessary; following up to determine that corrective actions are completed, and documenting progress through regular reporting. Service provider contracts include the outcomes and quality standards required by the board. To ensure the performance, effectiveness and continuous improvement of the SCTDD's service providers, its AJC delivery system and fiscal responsibilities, the SCTDD uses an oversight monitoring and a system performance improvement evaluation process which include, but are not limited to:

- Program manager will review case management notes to ensure all procedures and clients services are explained and documented upon initial assessment and with newly added activities.
- Weekly and monthly on-site monitoring visit to ensure programmatic and statutory compliance of delivery of support services to eligible clients.
- The SCTDD finance department will verify program authorization and eligibility before processing payments.
- Ongoing review and assessments of service providers' performances.
- Independent monitoring of financials by a qualified certified public accounting firm.
- Ongoing assessment of labor and economic data and trends.
- To ensure utilization, control staff will do a case by case assessment to design a plan to achieve client and family self-sufficiency.

C. 12. Describe the proposer's approach to monitoring individual's participation in core and/or non-core work activities.

Attendance sheets would be submitted weekly, listing their 20 core hours and their 10 non-core hours and signed by the appropriate supervisor. Core activities include: Job readiness assistance and job search; work experience; community service programs; vocational education training; unsubsidized employment; adult education; and, job skills training directly related to employment. Monitoring will be in accordance with each activities' requirements for completion. The case files will be monitored to ensure accurate and current written documentation is contained in each file. Detailed and complete case notes along with written documentation of all services, contracts and interactions with clients will be maintained. Documents will be verified to contain authorizing signatures of both Career Specialist and Client. Monitoring will be completed quarterly to monitor client's participation hours and documentation in case files in order to validate compliance.